



Maryland
DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

**Historic Preservation Easement Program
Extension Request Procedures**

Approvals from the Director of the Maryland Historical Trust (MHT) expire after a period of six months. The MHT is aware that there are often unforeseen circumstances which may delay the completion of a project and may issue an extension if the scope of work has not changed.

In order to obtain an extension of approval, please send a letter or email to the Easement Program Administrator. This letter or email should include a brief description of the project, why the project was delayed and whether or not the scope of work has changed since approval was initially granted. In addition to the project description, please provide the Administrator with the date of the last approval letter from the Director.

If the scope of work has changed it is at the discretion of the Administrator as to whether the changes are significant enough as to warrant review by the Easement Committee.

Please send all extension requests to:

**Kate AB. Jaffe, Administrator,
Historic Preservation Easement Program
Maryland Historical Trust,
100 Community Place, Third Floor, Crownsville, MD 21032
(410) 697-9537/kate.jaffe@maryland.gov**